

Subject 704

W-2 Form - What to do if not received

Employers must provide employees with W-2 Forms on or before January 31st. If after January 31st you have not received your W-2 Form, contact your employer to find out if and when the W-2 was mailed. You may not have received your W-2 because of an incorrect or incomplete address. If the W-2 was returned to the employer or was not yet issued, allow a reasonable amount of time for the employer to re-mail or issue the W-2. If you still have not received your W-2 after February 15th, we suggest that you contact the IRS for assistance. When you call you will need to give them the following information:

1. Your employer's name, address, and telephone number,
2. Your name, address, Social Security Number, and telephone number, and
3. An estimate of the wages you earned and the tax withheld.